



# American Embassy

Subdivision 694/Stand 100,  
Kabulonga District, Ibex Hill Road  
P.O Box 31617, Lusaka District, 10101, Zambia  
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## PUBLIC HEALTH ADVISOR

The U.S. Embassy in Zambia is seeking to hire an individual to fill the position of Public Health Advisor in the Population Health and Nutrition office (PHN) under USAID.

### CONDITIONS OF EMPLOYMENT

The employee will work on a full-time, 40 hours/week based on the GS Salary Scale - GS-11, with a starting Salary ranging from \$50,287.00 to \$65,371.00 per annum.

### MAJOR DUTIES & RESPONSIBILITIES

The incumbent will work under the supervision of the Public Health and Nutrition (PHN) Deputy Director, and will serve as a key member of the PHN Office.

The Public Health Advisor will work with other PHN and USAID staff, including other USAID teams.

PHN will also work with USAID and U.S. Government (USG) partners during the Country Operational Plan (COP), Operational Plan (OP), and Malaria Operational Plan (MOP), processes to coordinate PHN's contribution to the Zambia annual PEPFAR Country Operational Plan, Semi-Annual and Annual Report in consultation with the Senior HIV/AIDS Technical Advisor.

Duties include but not limited to the following:

- Guide USAID partners on the COP process and its reporting requirements, including developing detailed list of tasks with deadlines and individual assignments and conducting trainings for partners on completing submission pieces;
- Critically review and edit partner narratives and ensure targets, cost effectiveness and technical soundness against the review criteria established by the Office of the Global AIDS Coordinator (OGAC).
- Work closely with the USAID Multi-Sectoral HIV/AIDS Team to update PHN partner submissions, or new partner/sub-partner information. This includes entering narratives and data into the COP system, and modifications.
- Assist in reprogramming funds; Work with PHN team to maintain current performance management plan. Update results framework, indicator reference and performance summary sheets. Assist in performance management task schedule as needed, and work with PHN team to assess progress towards meeting targets and intermediate results.
- Provide technical assistance to PHN partners to develop their performance management plans. Assist in reviewing submissions to ensure technical soundness of results frameworks and monitoring and evaluation plans, quality and adequacy of indicators and appropriateness of targets.
- Participate in data quality assessment (DQA) activities at PHN project sites.

- Serve as PHN communications officer to develop and update communications materials including the Mission Health and PEPFAR fact sheet; draft speeches, press releases, and briefing papers on the PHN portfolio for the Ambassador, Mission Director, Mission senior staff or others; update the PHN section of the Mission webpage; and provide input to the Mission Strategic Plan.
- Serve as control officer to schedule and organize program monitoring, VIP and other visits including identifying potential sites and performing pre-visit preparation at sites.

## REQUIRED QUALIFICATIONS

The successful candidate must address the following with specific and comprehensive information supporting each requirement:

- Undergraduate degree or advanced professional degree in public health or related discipline is required.
- Three to five years experience working in public health or international development programs in developing countries including Peace Corps or international organizations and in coordinating and managing the development of semi and annual progress reports, and/or strategic plans is required.
- Previous experience working for the US. Government or US-funded projects; and also work experience in Africa is highly required.
- Working with the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) and familiarity with Foreign Assistance reforms and the President's Malaria Initiative (PMI) is required.
- Level IV (fluent) English is required.
- A thorough knowledge of USAID operations, rules, regulations, procedures and priorities is required.
- Knowledge of major health issues and areas is required.
- Ability to communicate (in writing and orally) to various audience and ability and willingness to carry out administrative, performance reporting, and financial procedures excellent time management skills with exceptional attention to detail and ability to prioritize multiple is required.
- Knowledge of computer software applications such as: Microsoft Word, Outlook, PowerPoint and Excel, Internet proficiency, and other applications are required.

## NOTE

All applicants who are not Family Members of USG employees officially assigned to post and Under Chief of Mission Authority must be **RESIDING IN COUNTRY** and have the required work and/or residency permits to be eligible for consideration.

The closing date for receiving applications is **May 23, 2011**. Only candidates meeting the above requisites should submit their applications including CVs and copies of certificates to: The Executive Office, USAID/Zambia, American Embassy, Subdivision 694/Stand 100, Kabulonga District, Ibex Hill Road, P. O. Box 32481, Lusaka.

*Only short listed candidates will be contacted.*

*An Equal Opportunity Employer*